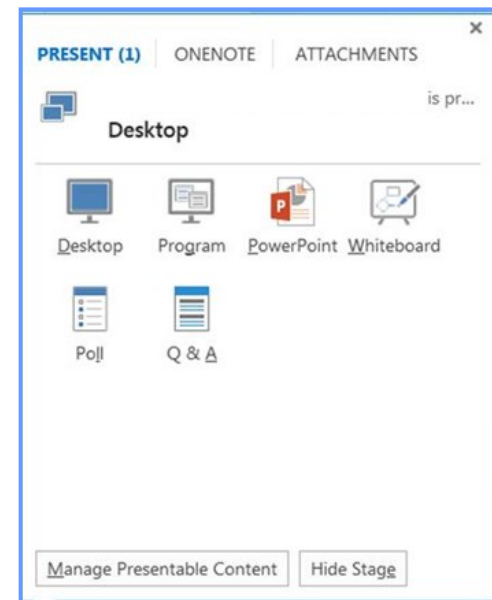# CTS Quick TIP: Lync - Share Your Desktop or Programs in a Lync 2013 Meeting

- You can show your entire desktop or just selected programs to everyone in a *Lync Meeting*. You need to be a presenter in the meeting to share your screen. If the sharing option is grayed out, ask one of the presenters to give you presenter access.

  Important: When you share your desktop, everyone in the meeting can see your programs, documents, and notifications. If you have confidential information or documents that you don't want people to see, close them or use program sharing instead.

- **Share your desktop** when you have to switch between programs, or work on documents from different programs.

- **Share a program** when you want to present specific programs or documents, and you don't want people to see anything else on your computer.

- **Share your desktop or a program.**

  1. At the bottom of the meeting window, pause on the **presentation (monitor) icon**.

  2. On the **Present** tab, do **one** of the following:

◊ Click [**Desktop**] to share the content on your desktop; OR…

◊ Click [**Program**] and select the [**Program(s)**] or [**Document(s)**] you want to share.

CTS Quick TIP: *Lync - Share Your Desktop or Programs in a Lync 2013 Meeting*

◊ If you have multiple monitors, there are options to share your **Primary Monitor** or **Secondary Monitor**.
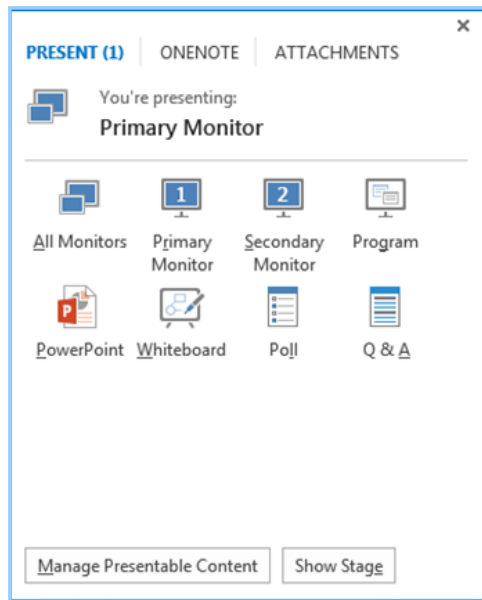
3. On the sharing toolbar, at the top of the screen, use **any** of these options:

   ◊ Click [**Stop Presenting**] when you are done sharing your screen.

◊ Click [**Give Control**] and choose the person's name to share control of your desktop or programs with the participants.
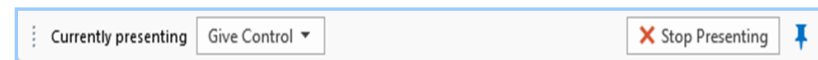
4. Click the [**Blue Pin**] to hide the toolbar and have more space. To un-hide the toolbar, move the mouse to the top of the screen. When the sharing toolbar appears, use any of the controls or click the [**Blue Pin**] again to keep the toolbar visible.

   Note: While you are sharing, your Lync status changes to **Presenting**; you won't receive instant messages or calls.

Quick Tips are posted on the Customer SharePoint site.
https://its-legacy.usda.net/tsd/default.aspx

Point of Contact
If you have any questions on this material, contact your local CTS Staff.